UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Service Support Schools
PSC Box 20041
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FMOC   0106
JUL   2000

STUDENT OUTLINE

Operate Customer Information Control System

3. LEARNING OBJECTIVES:

    a. TERMINAL LEARNING OBJECTIVE: Given access to a
QWS3270 system, user ID, password, simulated situations
involving data elements that are contained in individual
records, and with the aid of MCO P5200.22, operate the
customer information control system (CICS) without error in
accordance with the MCO P5200.22. (3402.1.2)

    b. ENABLING LEARNING OBJECTIVES:

        (1) With the aid of MCO P5200.22 and when provided
with an On-Line terminal, access the QWS3270 system, in
accordance with the MCO P5200.22. (3402.1.2a)

        (2) With the aid of MCO P5200.22 and when provided
with an On-Line terminal emulation and appropriate
transactions, locate requested information from individual
records, in accordance with MCO P5200.22. (3402.1.2b)

        (3) With the aid of an On-Line terminal emulation,
and MCO P5200.22, exit the VIS system, in accordance with MCO
P5200.22. (3402.1.2c)

1. QWS3270 Security

    a. To meet the requirements of the Privacy Act of 1974,
the system is designed to limit access to only authorized
personnel. This limited access is accomplished in two ways:

        (1) Individuals not assigned valid user I.D.'s and
passwords will not be allowed access to the system.

        (2) Authorized users are restricted to accessing only
those files necessary in the performance of their duties.

b.   A security violation will occur when an authorized user attempts to access a file that he/she is not authorized to go into. Even though other files show up in the system this does not authorize you access to those files.

2. ACCESSION

    a.   Use the following procedures to access the QWS3270 System from the desktop:

    Using the mouse, double left click on the QWS3270 icon.
        (1) At theQWS3270 PLUS TN3270 Telnet CONNECT SCREEN, click on the "**connect**" button on the screen.

        (2) Type "**F**" for your selection and enter.

        (3) The next screen you come to is the warning of unauthorized use may subject you to prosecution screen. Hit the enter key after reading this screen.

        (4) Once you have successfully logged on to the 3270 terminal emulation the instructor will assign you an ACID (access Identity) consisting of a group of six letters and numbers (i.e.BCFA04) and a password. This number has been assigned to you for the purpose of this class **ONLY**.

        (5) The Entry Validation screen will come up. This is where you enter your ACID and password.

        (6) Type "s" beside CICS and hit the enter key.

        (7) You are now signed on to the CICS Selection Menu.

    b.   After researching the files needed you must log-off the system. To accomplish this from the CICS Selection Menu press the F1 key. On the next screen press the F3 key and press enter on the pop up screen. Place the mouse over the x in the upper right corner of the screen and press the left mouse button. Click on the OK and you have successfully exited from the QWS3270.

2. TRS REMARK SUMMARY SYSTEM
    (MCTFS APSM Appendix G)

    a.   The TRS Remark Summary System will provide consolidated, selected data elements from the MMPA projected

onto screens so that the user will have pertinent data compressed into a smaller, more workable viewing area.

b.   The user will be able to view additions, deletions, and changes to entitlements and deductions which have occurred within the MMPA since the production of the most current LES and will also have a brief summary of the selected remarks for the retention period of each remark.

(USING YOUR OWN SOCIAL SECURITY NUMBER FAMILIARIZE YOURSELF WITH THE CATEGORIES IN THE TRS REMARKS SUMMARY)

3. <u>ON-LINE LES REVIEW</u>:
    (MCTFS APSM APPENDIX G PART C)

a.   One years worth of an individuals LES's can be obtained from the system. (Again using your own social, familiarize yourself with the LES REVIEW)

4. <u>MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) RETRIEVAL</u>

a.   This system is another form of information retrieval so that you the disburser can locate who ran an entry, or to find out exactly what was run so as to effectively back the entry out the system.

b.   To access the MCTFS RETRIEVAL, select the corresponding two digits and hit enter, read the message and hit enter again.

c.   There are numerous selections available, depending on what exactly you are looking for. After each selection, there are capitalized letters. These are required fields that must be entered in order to select and retrieve that particular option. The fields listed in parentheses are those fields which are optional, if you desire to limit your search pattern. (USING OPTION 07 AND YOUR OWN SSN FAMILIARIZE YOURSELF WITH THE MCTFS RETRIEVAL.)

6. <u>ON-LINE BAH RATES</u>
    (MCTFS APSM, APPENDIX G PART F)

a.   This option allows the user to view current and prior BAH rates for with and without depns.

<u>PRACTICE/PROVIDE HELP</u>:

Let's turn to the practical application exercise in your study guide and try your hand at accessing the VIS to locate the required information. ASSIST STUDENTS AS NECESSARY.